



METROPOLITAN
TRANSPORTATION
COMMISSION

LSRWG 09/13/12: Item 5B
Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TTY/TDD 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Adrienne J. Tissier, Chair
San Mateo County

September 14, 2012

Amy Rein Worth, Vice Chair
Cities of Contra Costa County

Cities and Counties
San Francisco Bay Area

Tom Azumbrado
U.S. Department of Housing
and Urban Development

Tom Bates
Cities of Alameda County

David Campos
City and County of San Francisco

Dave Cortese
Santa Clara County

Bill Dodd
Napa County and Cities

Dorene M. Giacomini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Mark Green
Association of Bay Area Governments

Scott Haggerty
Alameda County

Anne W. Halsted
San Francisco Bay Conservation
and Development Commission

Steve Kinsey
Marin County and Cities

Sam Liccardo
Cities of Santa Clara County

Jake Mackenzie
Sonoma County and Cities

Kevin Mullin
Cities of San Mateo County

Bijan Sartipi
State Business, Transportation
and Housing Agency

James P. Spering
Solano County and Cities

Scott Wiener
San Francisco Mayor's Appointee

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

RE: Pavement Management Technical Assistance Program (P-TAP) Round 14

Dear Public Works Directors of the San Francisco Bay Area:

MTC is soliciting projects for the Pavement Management Technical Assistance Program (P-TAP) Round 14. Applications are due **Monday, October 15, 2012 by 4:00 p.m.** MTC expects to formally confirm finalists in December, contingent upon Administration Committee approval.

All eligible Bay Area cities and counties are encouraged to apply. This includes jurisdictions that previously applied for P-TAP funds but were not selected and past P-TAP recipients that may need additional funds to implement, maintain or update specific components of their pavement management program (PMP).

P-TAP provides Bay Area jurisdictions with assistance and expertise in implementing and maintaining a PMP. The program's success has enabled P-TAP to expand assistance to all Bay Area cities and counties. MTC has programmed over \$10.6 million in regional Surface Transportation Program (STP) funds during the last thirteen rounds of P-TAP. In total, MTC has funded about 520 projects and assisted all Bay Area jurisdictions with their pavement needs.

Jurisdictions applying for a P-TAP grant will have the option of selecting from the following types of projects: 1) Pavement Management Systems (PMS) projects, and 2) roadway design projects including the development of Plans, Specifications, and Estimates (PS&E). MTC may consider other projects related to pavement management pending availability of funds.

Through P-TAP, MTC has retained qualified consulting firms to provide assistance to Bay Area jurisdictions for eligible pavement projects. MTC will select the most appropriate firm to assign to each awarded jurisdiction based on the firm's expertise, jurisdictions' previous experience with the firm, the jurisdiction's preference, and the firm's geographic proximity with the jurisdiction. MTC does not guarantee that jurisdictions will be assigned their preferred firm.

Jurisdictions are expected to work directly with P-TAP consultants to complete the projects. Attachment A outlines the jurisdiction's and consultant's responsibilities for

their P-TAP project. By accepting a P-TAP grant, jurisdictions authorize MTC and their assigned consulting firms to inspect their roadways.

Projects will be selected on the basis of the scoring criteria that staff presented to the San Francisco Bay Area Partnership Technical Advisory Committee (PTAC) on September 21, 2009 and as updated with the Local Streets and Roads Working Group on September 8, 2011 (Attachment B). This includes scores for the type of project; the number of centerline miles in a jurisdiction; when a jurisdiction last received a P-TAP grant; and certification status.

For Round 14, approximately \$1.5 million in federal funds is expected to be available for programming. Jurisdictions will also be awarded up to two years subscription to StreetSaver® On-line. The minimum grant amount awarded will be \$10,000 with a maximum cap of \$100,000 awarded per jurisdiction. The project amount awarded will include both the MTC's STP contribution as well as a local contribution of 20%. The local contribution includes the local match of 11.47%; the remaining 8.53% pays for the StreetSaver® subscription referenced above.

You can determine your jurisdiction's maximum eligible award amount by multiplying \$300 by the number of centerline miles in your jurisdiction. For example, if a jurisdiction has 50 centerline miles of road, then the maximum amount of project funding would be \$15,000 (the local contribution will be 20% of \$15,000, which is \$3,000).

The actual award amount for individual jurisdictions will depend on the number of eligible applications received. The local contribution requirement of 20% of the grant sum needs to be paid to MTC by the local jurisdiction prior to the start of the project, and **no later than February 15, 2013.** Failure to submit local contribution by the February 15 deadline will result in the loss of funding for the project, and removal from the P-TAP round. MTC staff will then select an alternate project for participation in this round.

All P-TAP 14 projects will be implemented in Fiscal Year 2012-13, and need to be completed by April 30, 2014. MTC will directly reimburse consultants working on P-TAP projects. Project sponsors are responsible for project costs exceeding the P-TAP grant amount. All grants are subject to availability of funds allocated for P-TAP by MTC. If your jurisdiction would like to participate in P-TAP, please complete the application form online:

<http://new.streetsaveronline.com/forms/ptap14application>

Applications are due on **October 15, 2012 by 4:00 p.m.** For additional information contact: Amy Burch, Project Manager, at (510) 817-5735 or Sui Tan at (510) 817-5844.

Sincerely,

Alix Bockelman
Director, Programming and Allocations

P-TAP Round 14 Grant Requirements

This document provides an overview of the grant requirements for P-TAP Round 14, including schedule deadlines and deliverables checklists for all P-TAP projects, and budget options reports, information on GIS linkage and certification letters for Pavement Management System (PMS) projects. The Regional Pavement Condition Report is also discussed.

Schedule Deadlines

<u>Task #</u>	<u>Activity/Deliverable – PMS Projects</u>	<u>Due Date</u>
1	Workscope, Schedule and Budget	June 1, 2013
2	Condition Survey Data and System Updates	October 1, 2013
3	Budget Analysis, Calculations and Reports	December 1, 2013
4	Budget Options Report (Final Report)	April 30, 2014

<u>Task #</u>	<u>Activity/Deliverable – PS&E Projects</u>	<u>Due Date</u>
1	Workscope, Schedule and Budget	June 1, 2013
2	35% of Workscope Tasks	October 1, 2013
3	95% of Workscope Tasks	December 1, 2013
4	100% of Submittal (Final Report)	April 30, 2014

Schedule Milestones

September 14, 2012	MTC advertises call for projects
October 15, 2012	Applications due to MTC
December 2012	MTC notifies grant finalists after Administration Committee approval
February 15, 2013	Local contribution checks due to MTC
March/April, 2013	Projects start
May 1, 2013	Deadline to set up StreetSaver® Online account profile (new/desktop users only)
April 30, 2014	Final Report due to MTC

Deliverables Checklists

Attachments A-1 and A-2 provide examples of the deliverables checklists for PMS and PS&E projects. MTC requires that agency staff sign off on deliverables before paying consultants for work completed. The checklists provide agencies with an additional measure of quality control.

Budget Options Reports (BOR) – PMS Projects

Attachment A-3 is an outline of the required components for a BOR (e.g., final report).

GIS Linkage and Maps – PMS Projects

Starting in P-TAP Round 12, GIS linkage is mandatory for all PMS projects. There are two options available to meet this GIS requirement: the jurisdiction may either do the linkage in-house or ask the P-TAP consultant to complete the links to the agency's base map. If a jurisdiction has already

established a GIS map separate from the TIGER maps available in StreetSaver®, but has not yet linked the map to pavement data, MTC provides a one-time GIS mapping integration service for \$1,500 that may be included as part of the P-TAP grant amount. For more information on the GIS Mapping Integration, please go to the Pavement Management Program website:

<http://www.mtcpms.org/products/index.html>

Certification Letters – PMS Projects

Agencies are required to sign and mail their certification letters to MTC within two weeks of receipt from their P-TAP consultant. Certification letters for Round 14 are due to MTC by April 30, 2014.

For more information on the certification letters, and for a sample letter, please go to:

<http://www.mtcpms.org/ptap/cert.html>

Regional Pavement Condition Report – PMS Projects

Using data from StreetSaver®, MTC performs condition summaries of the region's roadways. These summaries are published on an annual basis in MTC's State of the System Report, designed to provide the public with an overall assessment of the region's transportation network. In order for MTC to include your jurisdiction's current conditions, please ensure that your P-TAP consultant completes Task 2 - Condition Survey Data and System Updates - by November 30, 2013.

Feel free to contact me with any questions at 510.817.5735 and aburch@mtc.ca.gov on P-TAP.

Attachments

- A-1) Deliverables Checklist for PMS Projects
- A-2) Deliverables Checklist for PS&E Projects
- A-3) Budget Options Report Overview

Consultant: _____ Agency: _____ Sign-off by: _____ <i>Please print full name</i> _____ Date: _____	Workscope, Schedule, & Budget	Condition Survey Data and System Update	Budget Analysis, Calculations & Reports	Final Project Report	
<h2 style="margin: 0;">PTAP - PMS Project Deliverable Checklist</h2>					Remarks
Local Match Received					
Project Kick-Off					
Roles/Responsibilities					
Communication Protocol					
Conflict Resolution					
Traffic Control Discussed					
Expectations (Performance Review, BOR, etc)					
Scope of Work Defined					
QA/QC Plan Submitted					
Final Agreed Upon Price					
Schedule / Completion Date					
Estimate of Hours of each Task					
Jurisdiction Staff Initial - Above Work Completed					
Inventory Reviewed & Audited					
Sectionalized Streets As Needed					
M&R Update					
Performed Reinspection (__% network)					
Remediation Work Documented					
Agency participated in Field Survey? (Yes/No)					
Jurisdiction Staff Initial - Above Work Completed					
Verified Agency's budget assumptions					
Checked Interest & Inflation Rates					
Run 5-year Analysis					
Review Decision Trees					
Unit Costs Update					
Developed Multi-Year Work Plan					
Impacts Shown on GIS Maps					
Executive Summary					
Discussion of Pros/Cons of Current Practice					
Recommendations					
Discussion of Final Results w/ Agency					
Jurisdiction Staff Initial - Above Work Completed					
Final Report					
Local Acknowledgement of Data Acceptance					
Agency's DB Disconnection (Email Sui Tan)					
Prepare and Sign PMS Certification					
Jurisdiction Staff Initial - Above Work Completed					

Note: All invoices submitted with each deliverable must include:

- Project Name (PTAP 14, City or County of _____)
- Amount of Current Invoice
- Contract Amount
- Amount Invoiced to Date
- Contract Balance

Date: _____

PTAP - PS&E Project Checklist

Phase III: Design Development

Remarks

Phase I: General Administration

Local Match Received
Project Kick-Off Meeting
Roles/Responsibilities
Communication Protocol
Scope of Work Defined
Limit of Work Area Identified
Final Agreed Upon Price
Schedule / Completion Date
Estimate of Hours Per Task
Work Scope Delivered to MTC for Approval
Jurisdiction Staff Initial - Above Work Completed

Phase II: Pavement Evaluation Report

Deflection Testing
Coring & R-value Sampling
R-value Testing
Visual Evaluation of Surface Conditions
Drainage Problems Identified
ADA / Accessibility Problems Identified
Traffic Circulation Problems Identified
Photographs of Site Conditions
Cost Estimate Prepared for Each Segment
Recommendations Prepared From Investigation
Delivery of Pavement Evaluation Report
Jurisdiction Staff Initial - Above Work Completed

Phase III: Design Development

Scaled Base Plans Created
Utility Research
Areas of Rehabilitation/Maintenance Items Shown
Notes, Legends, etc. Included on Plans
Construction Details Included on Plans
Title Sheet w/Location Map, Legend, General Notes
Cost Estimate of all Items of Work for Each Segment
Bid Package Prepared
General and Supplemental Conditions Prepared
Technical Specifications Prepared
Delivery of PS&E at 35% completion for City Review
Meet with City Staff to Discuss Redline Comments
Delivery of PS&E at 65% completion for City Review
Meet with City Staff to Discuss Redline Comments
Delivery of PS&E at 100% completion
Jurisdiction Staff Initial - Above Work Completed

**Budget Options Report (BOR):
Components of a Quality Report
P-TAP**

■ **Audience**

- Technical level – maintenance and engineering personnel
- Policy level – Public Works Directors, City Managers, County Executives, City Councils
- MTC encourages local jurisdictions and P-TAP consultants to present results/recommendations to policy level personnel

■ **Purpose**

- Translates technical analysis into pavement repair options
- Links needs analysis with annual and multi-year programming
- Shows impacts of varying levels of budgets which may increase funding
- Provides most cost-effective pavement repair recommendations
- Facilitates securing management buy-in to obtain policy board approvals
- Provides MTC with insight into jurisdictions' pavement management programs and policies

■ **Content**

- Executive Summary
 - Background explanations to define concepts, establish the BOR context
 - Highlights current/future pavement conditions and needs
 - Highlights past funding levels for pavement maintenance and rehabilitation with estimates for current/future anticipated revenue
 - Summarizes minimum three scenarios with clear depiction of impacts:
 - Maintain annual budget estimates over the next five years
 - Maintain existing PCI over the next five years
 - Increase current PCI by five-points over the next five years
 - GIS – for three budget scenarios analyses, show impacts through the use of GIS maps in the StreetSaver® GIS Toolbox
 - **Suggestions that clearly lay out realistic options, for example:**
 - Budget
 - Maintain current funding in order to maintain PCI, or
 - Increase budget to \$X in order to improve PCI to X
 - Pavement Maintenance – promote pavement preservation principles to capture cost savings
 - Policy Recommendations – Explore possibility of assessing impact fees based on garbage/recycling truck routes
- Supporting documentation (intended for technical level audience)

■ **Recommended format**

- Length - Minimum five page executive summary to effectively communicate critical information
- Graphics - Clear summary graphics essential

SCORING CRITERIA FOR P-TAP 14 PROJECTS

<u>No.</u>	<u>Description</u>	<u>Score Range</u>	<u>Total Points</u>
1	<u>Scope of Work Requested</u> <i>Jurisdictions applying for Pavement Management System (PMS) projects will receive higher scores.</i>	5 to 25 PMS = 25 PS&E = 5	25
2	<u>Centerline Miles</u> <i>Jurisdictions with fewer centerline miles will receive higher scores.</i>	10 to 20 <100 = 20 100-300 = 15 >300 = 10	20
3	<u>Prior P-TAP Recipient</u> <i>Jurisdictions that have not recently received P-TAP funds will receive higher scores.</i>	0 to 30 Round 11 or earlier = 30 Round 12 = 15 Round 13 = 0	30
4	<u>Certification Status</u> <i>Jurisdictions without current PMP certification will receive higher scores.</i>	10 to 25 Currently Expired = 25 Expired by year end = 15 Certified for 1-2 years = 10	25
*Additional Criteria			
	<u>P-TAP Survey Completed</u> <i>Jurisdictions that submit their P-TAP surveys will receive a five-point bonus.</i>	5	5
<u>Total Points Possible</u>			<u>105</u>